

Externship Spring 2021 Syllabus

Modules by Week	Assignments/Tasks	Estimated Time	Deadlines
Module 1: Pre-Externship Orientation (Week 0)	<ul style="list-style-type: none"> Pre-Semester self-assessment & other “Get to know you” tasks. Goals exercises & Learning Plan drafting in preparation for Goals Conference. Goals Conference Practice Video- a one-minute “elevator pitch” of your goals based on the draft Learning Plan. Timesheet & Confidentiality videos. 	2.5 hrs.	Before Day 1
Module 2: Settling into Externship (Weeks 1-3)	<ul style="list-style-type: none"> Goals Conference- collaborate and finalize Learning Plan with Supervising Attorney. Set midterm and final evaluation feedback meetings. Submit finalized Learning Plan. Week 2 Check-in w/Director Rivas- Use the link on Canvas to schedule the 15-minute Zoom call to discuss start of Externship. First Class (Feb. 5): Discuss professionalism, Extern ethical duties, and review assignment/feedback tips. Class prep required. Reflective Assignments, Exemplars, Assignments, & Feedback videos. 	3 hrs.	Class: 2/5 12:30-1:30 p.m. Via ZOOM
Module 3: Small Group Assignments (Weeks vary)	<ul style="list-style-type: none"> <u>First Small Group (Pick a Topic/Date)</u>: Must attend <u>one</u> of the three below. <ul style="list-style-type: none"> 2nd Career/Externship): Feb. 19 Practice Area/Interest: Feb. 26 Diversity, Equity, & Inclusion in law: Mar. 5 <u>Second Small Group (Assigned Group)</u> <ul style="list-style-type: none"> Meeting: Mar. 19 Report Due: Mar. 22 	2.5 hrs.	1 st Sm. Grp.: 2/19, 2/26, or 3/5 12:30-1:30 p.m. Via ZOOM 2 nd Sm. Grp.: 3/19 12:30-1:30 p.m. Via ZOOM 2 nd Sm. Grp. Report due: 3/22
Module 4: Midterm Tasks (Weeks 4-6)	<ul style="list-style-type: none"> Midterm Evaluation- Supervisor completes and reviews with Extern in a feedback meeting. Sign and upload to Canvas evaluation form as soon as completed. Midterm Feedback Reflective Essay- Due three days after the midterm feedback meeting with your supervisor. Faculty Check-In: Dean Kelley will conduct a check-in conversation with you and separate check-in with your supervising attorney. Occurs after the Midterm Evaluation. 	2.5 hrs.	Midterm dates vary.
Module 5: Wrapping Up Your Externship (Weeks 7 and beyond)	<ul style="list-style-type: none"> Last Class (Apr. 9): Discuss ways to leverage this experience and prepare for your next professional step. Class prep required. Professional Responsibility/Ethics Discussion Deadline (Apr. 16) Exemplars Portfolio (2) * Post-Semester Self-Evaluation * Final Timesheet * Final Timesheet Verification (signed) * Final Evaluation by Supervisor (signed) * Final Feedback Reflective Essay * Extern Evaluation of Course, Placement, and Supervision * 	3 hrs.	Class: 4/ 9 12:30pm-1:30 p.m. via ZOOM PR Discussion due: 4/16 *Other final documents due: 4/30
Module 6: Timesheets	<ul style="list-style-type: none"> Template provided in Week 1 assignment for easy use. 	15 min.	Due Weekly

All materials are on our Canvas course. Please upload all assignments/requirements to the Canvas course by the deadlines listed above. Any late submissions should be handled in a professional manner by communicating in advance.

St. Mary's University School of Law

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Statement of Educational Objective

St. Mary's University School of Law implemented the Externship course with the goal of creating more practice-ready law graduates. With this in mind, the educational objectives for the course are to provide an opportunity for law students to:

- Develop skills required for legal practice, specifically interpersonal skills and analytical or technical skills.
- Apply the rules of professional responsibility to their clients, opposing party, colleagues, and the court system.
- Engage in active learning through experience, feedback, and reflection.
- Understand and apply remote work strategies that result in effective communication, productivity, and relationships within the virtual office.

All participants in the Externship course agree to adhere to the above educational objectives in their individual roles.

Attendance Policy

Given the limited times this course meets, the standard attendance policy does not apply. Attendance is required for all class/group meetings.

ABA Standard 310

ABA Standard 310 governing a program of legal education provides the following expectation of a credit hour:

A "credit hour" for field placements is an amount of work that reasonably approximates 42.5 hours per credit of time spent in class, performing field placement or clinic work, preparing for class or completing class assignments (e.g., reflective writing assignments), and preparing for and taking an exam, if applicable. [See Managing Director's Guidance Memo Standard 310, May 2016]

Disability Statement

NOTE: In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendment Act, Student Accessibility Services is the designated office responsible for coordinating all accommodations and services for students with disabilities at St. Mary's University. St. Mary's University supports equal access of qualifying individuals with documented disabilities to all educational opportunities, programs, services and activities. If you have a documented disability or a condition which may impact your performance and want to request disability-related accommodations, you must first register with the Office of Student Accessibility Services, located in the Student Counseling Center (in the Center for Life Directions Building) in room 139. Please stop by the Student Accessibility Services Office, call 210-431-5080 or email stmudsts@stmarytx.edu to set up an appointment to meet with the Student Accessibility Services staff.

Title IX Statement

St. Mary's University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault, we encourage you to report this. If you report this to a faculty or staff member, she or he must notify the University's Title IX coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). The Title IX coordinator will assist you in connecting with all possible resources both on and off campus. For more information please go to <https://www.stmarytx.edu/about/title-ix/>